



# One-Card Custodian Agreement

## Vessels

1. Each AMHS vessel will be issued a total of three (3) generic One Cards: one each for Deck, Engine and Passenger Services. While serving as a Purser onboard an AMHS vessel I understand that I will be serving as the generic One Card custodian and will be responsible for 1) maintaining a user log, 2) forwarding receipts to the AMHS fiscal office, and 3) securing the cards while not in use.
2. Department heads shall insure all users have signed a SOA One Card User form prior to authorization for use. Department heads shall be responsible for maintaining a file of user agreements. Once the agreement is signed the Department head shall email the Purser with the name of crew member that is authorized to check out and use the One Card for the Department. No One Cards will be checked out without this email notification.
3. Custodians are responsible for maintaining a user log that will contain name, date, time, and employee signature when card is checked out and checked back in. Custodians should verify with users where the card is going to be used and when card is expected to be returned. The log must be stored in a locked, secured location at all times.
4. Custodians must collect purchase receipts from employees using a generic One Card when the card is checked back in. All receipts will be attached to the AMHS Credit Card Receipt Submission Form and the form will be legibly completed by the Department Head when the receipt is submitted to the Purser with the card. It will not be the Purser's responsibility to complete this form for the employee. All receipts are to be forwarded to the AMHS fiscal office within 24 hours. Once receipts are scanned and emailed to [vessel\\_mcaccount@alaska.gov](mailto:vessel_mcaccount@alaska.gov), the original receipt will be returned to the Department that purchased the items for retention. During reconciliation, if the AMHS fiscal office identifies missing receipts, the fiscal office will contact the generic One Card Department Head at the time of purchase to obtain the receipts.
5. While cards are not in use they must be stored in a locked, secured location accessible only by the custodian. Cards are not to be stored in unsecured locations at any time. Custodians will be responsible for reporting any lost or stolen cards immediately to US Bank at (800) 344-5696 and then notifying the AMHS Administrative Officer. The AMHS Administrative Officer will be responsible for working with the Department's Division of Administrative Services and US Bank to revolve any disputed charges. It should be noted that with a generic One Card any transaction is the sole responsibility of AMHS since disputed charges are not defensible. Any charges not identifiable will be charged to an AMHS code. Only charges after the card has been lost or stolen may be disputed.
6. Cards will have maximum spending limits of \$2,500 per day and \$5,000 per month to accommodate multiple users. Cards will only have Alaska Procurement (MCC 954) capabilities. Purchases that require other MCC capabilities will need to be paid for with an employee specific assigned One Card.
7. The employee checking out the vessel generic One Card is the only authorized user during the period. Under no circumstances will they loan the card to another employee to use.

By signing this I acknowledge that I have read and agree to the terms above.

Custodian Sign / Print: \_\_\_\_\_

Date: \_\_\_\_\_

Administrative Sign / Print: \_\_\_\_\_, Leslie Brewer

Date: \_\_\_\_\_